Delete a GL Account

Last Modified on 05/07/2025 8:23 pm EDT

GL Accounts may be deleted only if there has **never** been any activity in the account. If any activity has occurred in the GL Account, you will only be able to set the account to inactive.

A few Basic GL Accounts are delivered with the software. These are accounts that the software needs to perform basic accounting functions. For these accounts, the delete button has been removed.

To delete a GL Account, from the main menu, arrive at the GL Accounts setup with this path: Setup > Accounting > Chart of Accounts.

The Chart of Accounts list is displayed. Locate the GL Account you want to delete, and then click on the **Delete** button.

Note: When you select Yes to accept the deletion of the record, this does not delete the value from the database; it marks the record as Inactive. In most cases, if a setup value was previously marked as “deleted”, you can re-activate the deleted [inactivated] record. When selecting to view Inactive Only records, items that were previously “deleted”, appear in the inactive list.

There is a confirmation message. Click the Yes button to proceed with the deletion (inactivation) of the record.

Deleting GL Accounts with the Type Inter-Branch

Interbranch accounts can be deleted from the Chart of Accounts (GL > Chart of Accounts) IF there are no associated entries with that account and no branch is associated with it (meaning the branch was deleted or the account was created as a standalone).

To quickly find interbranch accounts, open the Chart of Accounts (GL > Chart of Accounts).

In the grid, click the Account Type heading to sort accounts by account type.

Use the grid navigation buttons to advance pages to find the interbranch (Inter-Branch) accounts.

At the far right of each row, click the **Delete** button to remove unnecessary accounts.